

CITY OF EDMONDS

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MAYOR

DEVELOPMENT SERVICES DEPARTMENT
Planning • Building • Engineering

December 12, 2003

CITY OF EDMONDS WATER OUTAGE POLICY FOR PRIVATE DEVELOPMENT PROJECTS

It is the policy of the City of Edmonds to require and provide advance notice to residents and business owners of water outages whether for City projects or for private development projects. This policy is intended to further clarify the requirements and outline the responsibilities of the Developer and of the City for water outages for private development projects. The policy as stated herein will be effective January 1, 2004.

Notification required: All residents and/or business owners shall be notified in advance of any proposed temporary water shut off. Sufficient notice shall be given (after approval by the City) to the affected residents/businesses so they can plan their schedules accordingly. The following minimum notification times, excluding City review time, shall be followed:

Downtown business, Highway 99, or other business/commercial areas:

- Initial advance notice 4 weeks
- Confirmation/reminder notice 1 week

Residential areas except businesses: 1 week

Outage time line: Temporary water outages shall occur between the hours of 8:00 a.m. to 3:00 p.m. Monday thru Thursday. Under certain circumstances or special situations, and upon approval by the City Engineer, outages may begin earlier than 8:00 a.m., or the City Engineer may require the outage to occur during other specific time periods if necessary to reduce the inconvenience to the residents and/or businesses.

Responsibilities:

□ Developer/Contractor shall:

- Schedule and attend an outage coordination meeting with the City not later than two weeks prior to the date that notice of the outage must be distributed.
- Obtain a sample shut off notice from the City and generate a notice like the sample on business letterhead stating the reason for the outage, as well as the date, time, location, and duration of the outage. The announced duration of the outage

shall include a minimum of two hours more than the actual estimated duration to allow for unforeseen conditions. The notice shall also include the name and phone number of the Developer/Contractor's point of contact.

- Submit the proposed notice to the City for review and approval at least 3 working days prior to distribution.
- Submit a traffic control plan to the City for review and approval at least 10 working days prior to working in the right-of-way.
- Distribute the approved notice, any revisions, reminders and cancellations to **all** residents and businesses as identified by the map provided by the City.
- Complete all excavation, trenching and assembly of components, and call to schedule all pre-assembly and trench excavation inspections in time to ensure that inspection is performed no later than 11:30 a.m. the day before the scheduled outage. **If all pre-assembly and trench excavation is not completed (and approved by the City) by 11:30 a.m. the day before the scheduled outage, the outage will be cancelled and the Developer/Contractor shall distribute notice of cancellation to all affected residents and businesses no later than 4:00 p.m. the day before the scheduled outage.**

□ City of Edmonds will:

- Supply a map to the Developer/Contractor that identifies all affected properties.
- Review and approve the Developer's/Contractor's proposed shut off notice(s).
- Review and approve the Developer's/Contractor's traffic control plan for compliance.
- **Not** be responsible for notifying residents and/or businesses of proposed outage(s).
- Shut off all valves beginning at 8:00 a.m. on the scheduled day and turn the system back on upon completion of the work.
- Perform all required inspections including, but not limited to, pre-assembled parts, trench excavation and traffic control.

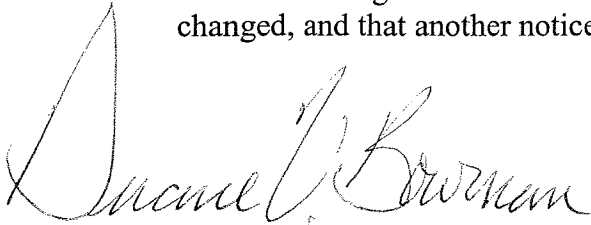
Developer/Contractor preparation requirements prior to the scheduled shut off:

- No later than the day before the scheduled shut off, the Developer or Contractor shall:
 - Excavate and expose the water main, prepare the trench, and pre-assemble all tees, valves and appurtenances involved with the planned work.

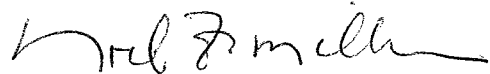
- Insure the trench and pre-assembled parts are inspected and approved by 11:30 a.m. Once the work has been inspected and approved, the trench shall be plated and protected until the scheduled shut off. **If the assembly(s) is/are not completed and approved by the City by 11:30 a.m. the day before the outage, the shut off will not occur** and the Developer/Contractor will be required to reschedule another water outage using the time table above.

Cancellations or changes to an approved shut off:

- If the scheduled outage has to be cancelled or changed for any reason, the Developer/Contractor shall notify the City, and all the affected residents and/or businesses in writing no later than 4:00 p.m. the day before the originally scheduled outage. The notice shall explain why the outage was cancelled or changed, and that another notice will be delivered with the new date.



DUANE V. BOWMAN
Development Services Director



NOEL F. MILLER, P.E.
Public Works Director

Business letter head

DATE

Resident/Business Owner

SUBJECT: WATER SHUT OFF

Dear Resident/Business Owner:

Due to the construction of *(insert project name and address)* and in accordance with the City of Edmonds guidelines for water outages, it will be necessary for the water to be turned off *(insert date) from 9 a.m. to 3 p.m.* so we can install *(list the work to be done)*.

We know this is an inconvenience to you and in advance, we would like to thank you for your patience and understanding.

Please take note of the water shut off date and adjust your schedule accordingly.

Again, thank you for your patience.

If you have any questions regarding this matter, please call (*contractor's point of contact and phone number*)

Sincerely,

Cc: City of Edmonds Engineering Division